

## **Section III            Officer Conduct**

### **Department Policy #3.01**

#### **Complaints against Employees/Misconduct**

- I. Purpose: The purpose of this policy is to ensure the professional integrity of the department and instill public confidence in the department.
- II. Policy: It is the policy of the West Lafayette Police Department that every citizen's complaint regarding allegations of officer misconduct will be recorded, appropriately investigated, and promptly adjudicated as required.
- III. The Order:

Any complaint received in person, writing, or over the phone, even if anonymous, alleging misconduct on the part of any officer or employee of this department shall be taken by the on-duty Shift Commander. This will include any documents turned in to the department concerning any complaint against an employee of the department.

- A. The on-duty Shift Commander will take the complaint and review it. If the complaint is against an employee who reports to a different commander, then he/she will send an e-mail notification to the appropriate Shift Commander. The Shift Commander of the employee in question will complete the Citizen Complaint Module in the Records Management System (RMS) and investigate the complaint further. The investigating Shift Commander will notify his/her Division Captain and the Internal Standards Commander that a shift command level investigation is taking place.
- B. Complaints and allegations of employee violations of rules, policies or procedures will be investigated first by the employee's Shift Commander. Complaints and allegations of a criminal nature against any employee will be immediately forwarded to the Internal Standards Commander, who will communicate the complaint to the Chief of Police. The Chief of Police reserves the right to immediately assign any investigation into any complaint or allegation against any employee to the Internal Standards Commander or request investigation by another law enforcement agency.
- C. At the conclusion of a shift level investigation, the investigating Shift Commander will communicate his/her finding to the complaining person(s) and the officer investigated. The Shift Commander will document his/her investigation in the RMS Citizen Complaint Module and will notify the Division Captain and the Internal Standards Commander that the investigation is complete. The Division Captain will review the investigation for any violations of rules, policies or procedures. All suspected violations of rules, policies or procedures will be forwarded to the Chief of Police.
- D. All information concerning a complaint against any employee of the department is considered confidential. Any discussion regarding the complaint outside of the official investigation will be cause for disciplinary action.
- E. Records of all internal investigations shall be maintained by the Commander of the Internal Standards Division as directed by the Chief of Police and shall remain confidential.

Issue Date

07/06/2009

Revision Number: Date

#   2   :    /    /

By Order of the Chief:

\_\_\_\_\_